



Report to

WA State Office of Financial Management

Grants, Contracts and Loans Feasibility Study

Deliverable Expectations Document – Solution Work Plan



Sierra Systems Inc.
111 Market St NE • Suite 225
Olympia, WA 98501 USA
www.SierraSystems.com

Contact: Carol Baque
Phone: 360.357.5668
Fax: 360.754.0480
Email: CarolBaque@SierraSystems.com

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Confidentiality/Validity

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1. INTRODUCTION

The Washington State Department of Ecology must replace its aged Contracts & Grants Management System that processed transactions totaling \$392 million in the 2003-2005 biennium. OFM has proposed that Ecology's replacement be directed into an enterprise system for Washington State to be used by multiple agencies for grants, contracts, and loans management. Benefits are avoidance of duplicative systems costs among agencies, cross-agency monitoring of projects, and improvement of core business practices. OFM is leading the effort, joined by the Departments of Ecology (ECY) and Community, Trade and Economic Development (CTED) as the first customers of the new system. An enterprise system is also mission-critical to CTED; it distributes over \$1.2 billion in new and existing contracts and loans through manual procedures and spreadsheets and seeks improved business practices and information systems.

This document is part of a feasibility study that will allow OFM, ECY and CTED to plan for an enterprise solution for grants, contracts and loans management (within the scope of this project) by documenting:

- The requirements for an enterprise grants, contracts and loans solution
- The business case for proceeding with such a solution
- The alternatives – and costs and benefits – for a solution and a recommended solution

And, for the recommended solution:

- A conceptual design
- A work plan
- A risk management plan

2. APPROACH

Based on the recommended solution and conceptual design just completed, we will lay out the steps likely to be needed to implement this solution and the issues and our recommended approach to them. We will consider all aspects of implementation, including planning, testing, conversion, documentation and training, cutover support and ongoing support and will write our recommendations for each.

We will refine our estimates as needed and define project milestones and phases. We will build a high-level work plan based on these projections.

2.1. Deliverable Responsibility by Document Section

Section	Description	Resp.
Work plan for implementing recommended solution		
Introduction		Baque
Purpose	Purpose of this document	
Background	Brief description of the project, the current business situation and business problems/issues	
Approach	Approach taken to complete this deliverable	
Sources	Sources of information for this deliverable	
Relationship to other deliverables	Relationship of this deliverable to others in the project	
Implementation Planning		Wilmot / Hudson / Sims / Babington
Communication	Anticipated communication requirements and constraints during implementation	
Acceptance Criteria	Recommended process for setting acceptance criteria	
Change Control	Recommended process for change control	
Organizational Impact	Updated statement of anticipated impact from business case	
Impact on Laws, Policies, Procedures	Updated statement of anticipated laws, policies, procedure changes	
Phasing and Dependencies	Recommended implementation phases and known dependencies	
Hardware and	Hardware and software needed for implementation	

Section	Description	Resp.
Software Environment		
Testing		Wilmot / Hudson / Sims / Babington
Acceptance Testing	Recommended process for acceptance testing	
Testing Documentation and Evaluation	Recommended documentation for testing and evaluation	
Conversion		Wilmot / Hudson / Sims / Babington
Agency Data	Recommended process for converting agency data, if any	
Agency Processes	Recommended or required changes in agency processes	
Documentation and Training		Wilmot / Hudson / Sims / Babington
End-User Training and Documentation	Updated statement of end user training and documentation needs	
OFM Support Training and Documentation	Updated statement of support training and documentation	
Cutover Support		Wilmot / Hudson / Sims / Babington
OFM Installation Support	Description of OFM installation support needed	
Agency Support	Description of agencies' cutover support needed	
Ongoing Support		Wilmot / Hudson / Sims / Babington
Release Management	Description of anticipated release management effort	
Vendor Liaison	Description of vendor liaison needs	
Service Level Commitments	Description of service level commitments needed from vendors	
Service Level Agreements	Description of service level agreements needed with participating agencies and OFM	
Refined Cost Estimates	Solution costs, updated from business case	Wilmot / Hudson / Sims / Babington
Project Phases and Milestones	Listing and description of recommended project phases and milestones to implement selected solution	Wilmot / Hudson / Sims / Babington

Section	Description	Resp.
Phase 1 High Level Work Plan	High level work plan for implementing selected solution, including a staffing plan	Wilmot / Hudson / Sims / Babington
Assumptions	Assumptions made while completing this document	Wilmot / Hudson / Sims / Babington
Appendix A Revision Log	Log of all revisions to this document	
Appendix B Supplemental Materials		

3. ASSUMPTIONS

All assumptions in the Project Plan were made when determining the expectations of this deliverable.

4. DELIVERABLE SCHEDULE

This schedule includes the review and sign off tasks that are associated with completing this deliverable.

Task	Start Date	Completion Date
1. Work Plan of the Selected Solution		3/24/06

5. DELIVERABLE FORMAT

The final deliverable will be a Word document delivered via email.

6. ACCEPTANCE CRITERIA

This section outlines the criteria that must be met in order for this deliverable to be considered complete. Prior to submission of this deliverable to OFM, the following criteria must be met.

- All sections are clear and accurate
- The document has been reviewed for quality by its agreed-upon approvers and has been found satisfactory

7. DELIVERABLE FINAL APPROVAL

The following are the required approvers of this deliverable. Approvers must select one of these dispositions after reviewing it:

1. I approve this deliverable and have no further questions or comments.
2. I conditionally approve this deliverable, contingent on the corrections below.

Approver: Sharon Novak	Disposition	Date
Approver: Allen Schmidt	Disposition	Date
Approver: Carol Baque	Disposition	Date

Comments: